

ICAC REPORTING TIMELINES

REQUIREMENT: A copy of each report submitted must be saved in the corresponding grant file.

REPORT	PERIOD COVERED	SUBMIT TO OCJP
ICAC Quarterly Regional Progress Narrative Report (This document is provided by your OCJP Program Manager)	July 1st through September 30th October 1st through December 31st January 1st through March 31st April 1st through June 30th	Email to OCJP Program Manager October 30th January 30th April 30th July 30th
F&A Invoice For Reimbursement (Please contact your OCJP program manager for the proper Invoice for Reimbursement form.)	Monthly (minimum quarterly)	Maher.M.Wasef@tn.gov Office of Budget and Finance Monthly
Program Income Report (This document is provided by your OCJP Program Manager)	July 1st through June 30th	Email to OCJP Program Manager July 15th
Equipment Summary (This document is provided by your OCJP Program Manager)	July 1st through June 30th	Email to OCJP Program Manager July 15th